

CT VALLEY HOSPITAL  
JOB OPPORTUNITY

**Utilization Review Nurse Coordinator**  
ADMINISTRATIVE SUPPORT SERVICES DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees and The Public

**Location:** CT Valley Hospital – Utilization Review & Admissions

**Job Posting No:** CV-25176

**Hours:** Monday – Friday, 8:00 a.m. to 4:00 p.m. (37.50 hours per week)

**Salary Range:** \$66,398.00 - \$89,728.00

**Closing Date:** September 9, 2014

The Utilization Review Nurse Coordinator would be responsible for performing duties to include, but not limited to: Coordinates work flow and determines priorities to assure highest quality of care with efficient utilization of available services; schedules, assigns, oversees and reviews work; establishes and maintains program protocols and procedures; provides staff/supervision training and assistance; conducts or assists in conducting performance evaluations and attendance reviews; acts as liaison with other operating units, agencies and outside officials regarding program policies and procedures; prepares reports and correspondence; assesses, evaluates and monitors documentation of all hospital disciplines when performing chart reviews; attends professional workshops, seminars and in-service training; may supervise Utilization Review Nurses and other staff engaged in review of medical records of patients and/or clients in state health care institutions for purposes of maximizing reimbursement revenue via Medicare Part B programs; may review medical records and compile documents for case presentations; may provide pre-certification for and coordination of clients admitted to and discharged from acute care facilities; may lead an inspection team in IPR/UR and licensing review functions; may conduct entrance and exit interviews of care providers; may supervise and participate in hospital Medicare and Medicaid reimbursement programs including preparation of appeals on behalf of a facility relative to intermediate denials; may testify in court; may coordinate review and audit of occupational injury and/or disease disability cases for purpose of determining medical management, cost containment, peer review and rehabilitation; may notify acute care hospitals of scheduled utilization review including conducting second level review of cases and case referral to a physician consultant for final disposition; performs related duties as required.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer. All other Applicants must meet the Experience listed below:

**General Experience and Training:** Five (5) years experience as a registered professional nurse.

**Special Experience:** Two (2) years of the General Experience must have been in the assessment of the quality and propriety of health care services as required by the Joint Commission and/or Medicare and Medicaid standards and regulations at the level of Utilization Review Nurse.

**Investigatory:** Two (2) years of the General Experience must have been working with persons with Behavioral Health or Developmental Disabilities.

**Special Requirement:** Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut; Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other Applicants:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**  
Connecticut Valley Hospital  
Page Hall ~ Human Resources Division  
P.O. BOX 351 ~ Silver Street  
Middletown, CT 06457

**Fax: (860) 262-5055 - E-Mail: [CVH-RECRUIT@ct.gov](mailto:CVH-RECRUIT@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-1